



PENGUMUMAN
Nomor: S-153/UN2.RSP/SDM.00.01/2022

TENTANG

REKRUTMEN PEGAWAI TIDAK TETAP
RUMAH SAKIT UNIVERSITAS INDONESIA
TAHUN ANGGARAN 2022

Rumah Sakit Universitas Indonesia (RSUI) adalah Unit Kerja Khusus (UKK) Universitas Indonesia dan berfungsi sebagai unit penunjang akademik. RSUI memberikan kesempatan kepada putra-putri terbaik bangsa sebagai calon pegawai RSUI dengan jabatan, kualifikasi pendidikan, dan jumlah formasi jabatan sebagaimana terlampir.

I. Persyaratan Umum

- A. Penerimaan Calon Pegawai RSUI ini bersifat terbuka untuk Umum, Civitas UI dan Internal RSUI;
- B. Memenuhi persyaratan kualifikasi yang sesuai dengan lowongan formasi jabatan terlampir;
- C. Memenuhi persyaratan yang telah ditetapkan dalam persyaratan khusus masing-masing formasi jabatan;
- D. Pelamar hanya bisa melamar 1 (satu) lowongan formasi jabatan;
- E. Pelamar diutamakan memiliki pengalaman yang berkaitan dengan masing-masing formasi jabatan;
- F. Tidak pernah diberhentikan dengan hormat tidak atas permintaan sendiri dan dengan tidak hormat sebagai CPNS/PNS, CPUI/PUI, anggota TNI/POLRI, pegawai BUMN/BUMD atau tidak pernah diberhentikan karena pelanggaran/hukuman bagi pegawai swasta;
- G. Tidak merangkap jabatan struktural baik pada organisasi di lingkungan universitas maupun di luar universitas;
- H. Untuk pelamar internal tidak diperbolehkan terlibat (sebagai panitia, dll) dalam proses rekrutmen RSUI baik langsung ataupun tidak langsung;
- I. Bersedia bekerja penuh waktu di RSUI;
- J. Tidak menjadi anggota/pengurus partai politik;
- K. Ijazah pelamar yang diakui adalah ijazah yang diperoleh dari Perguruan Tinggi yang minimal terakreditasi "B" atau ijazah yang diperoleh dari Perguruan Tinggi Luar Negeri yang telah mendapatkan penetapan penyetaraan dari Panitia Penilaian Ijazah Luar Negeri Kementerian Riset Teknologi dan Pendidikan Tinggi;
- L. Wajib mengikuti segala ketentuan yang ada dalam kegiatan rekrutmen calon pegawai RSUI;
- M. Mampu berbahasa Inggris secara pasif maupun aktif;
- N. Apabila dinyatakan lulus dan telah melalui tahap penawaran (*offering*) maka pelamar **wajib** menyertakan pemberkasan dokumen administrasi yang harus

diserahkan ke Tim Rekrutmen sesuai dengan Standar Baku Pemberkasan Calon Pegawai RS UI.

O. Pelamar posisi tenaga kesehatan diwajibkan memiliki **STR aktif**.

II. Seleksi dan Pelaksanaan Tes

A. Seleksi melalui 3 (tiga) tahap dengan sistem gugur yang meliputi:

1. Seleksi Administrasi;
2. Asesmen Psikologi;
3. Tes Kemampuan Bidang dan Wawancara;
4. Pemeriksaan Kesehatan yang wajib dilakukan di RSUI

B. Lokasi pelaksanaan seleksi

1. Tes Kemampuan Bidang dan wawancara akan dilakukan secara luring di Rumah Sakit Universitas Indonesia, Kampus UI Depok. Adapun jadwal pelaksanaan seleksi akan diinformasikan secara individual melalui surat elektronik resmi atau pesan *Whatsapp*;

C. Waktu pelaksanaan seleksi

Pelamar **wajib** melakukan registrasi secara online di laman <http://rs.ui.ac.id/karir/ptt>.

III. Lain-lain

Dalam proses seleksi penerimaan calon pegawai RSUI Tahun Anggaran 2022 berlaku ketentuan sebagai berikut:

1. Proses pendaftaran seluruh aplikasi rekrutmen ini menggunakan Bahasa Indonesia;
2. Tidak ada bimbingan tes atau persiapan pendahuluan, dan tidak ada pungutan biaya apapun selama proses seleksi;
3. Pengumuman resmi terkait rekrutmen ini hanya ditayangkan pada laman <http://rs.ui.ac.id/karir/ptt> dan Instrgram RSUI @rs.ui;
4. Kelulusan pelamar pada setiap tahapan tes bergantung pada kemampuan dan kompetensi pelamar;
5. Keputusan panitia dalam hal kelulusan pelamar pada setiap tahapan tes bersifat mutlak dan tidak dapat diganggu gugat;
6. Apabila pelamar memberikan data yang tidak benar dan dikemudian hari diketahui, maka RSUI berhak mendiskualifikasi atau membatalkan hasil atau memberhentikan sebagai calon pegawai, menuntut ganti rugi akibat keterangan yang tidak benar tersebut dan melaporkan sebagai tindak pidana kepada yang berwajib dikarenakan memberikan keterangan palsu;
7. Apabila pelamar yang diterima sebagai calon pegawai RSUI mengundurkan diri selama masa kontrak, maka dikenakan kewajiban mengganti biaya pelaksanaan rekrutmen yang jumlahnya akan ditentukan kemudian;
8. Sebelum melakukan pendaftaran, setiap pelamar **diwajibkan** membaca keseluruhan persyaratan pendaftaran dan informasi terkait lowongan pada laman resmi sebagaimana poin 3 (tiga);
9. RSUI tidak bertanggung jawab atas segala bentuk konsekuensi akibat kelalaian pelamar dalam mengikuti persyaratan poin 8 (delapan);

10. Calon pegawai yang lulus seleksi akan menjadi Pegawai RSUI (pegawai UKK) bukan pegawai UI, kecuali bagi pelamar internal;

Depok, 25 Januari 2022
Panitia Rekrutmen,
Direktur Utama Rumah Sakit Universitas Indonesia


RUMAH SAKIT
UNIVERSITAS
INDONESIA


Dr. dr. Astuti Giantini, Sp.PK.(K), MPH 

Lampiran I Surat: Nomor: S-153/UN2.RSP/SDM.00.01/2022

Jadwal Penerimaan Calon Pegawai Tidak Tetap RSUI Tahun Anggaran 2022

NO	KEGIATAN	JADWAL
1	Pengumuman Rekrutmen	2 – 9 Feb 2022
2	Pendaftaran <i>Online</i>	2 – 9 Feb 2022
3	Seleksi Administrasi	10 – 14 Feb 2022
4	Pengumuman Hasil Seleksi Administrasi	15 Feb 2022
5	Asesmen Psikologis	16 – 18 Feb 2022
6	Pengumuman Hasil Asesmen Psikologis	25 Feb 2022
6	Tes Kemampuan Bidang dan Wawancara	1 – 4 Maret 2022
7	Pengumuman Hasil Wawancara	11 Maret 2022

Lampiran II Surat: Nomor: S-153/UN2.RSP/SDM.00.01/2022
Formasi Calon Pegawai RSUI Tahun Anggaran 2022

No.	Level	Unit	Position Title	Specific Qualifications	Job Scope
1	Staff	Integrated Laboratory	Junior Laboratory Staff	Minimum Diploma III in Health Analyst. Preferable having relevant experiences >2 years	– Responsible to prepare materials and equipment for laboratory specimen. The Scope is included handling specimens as of specialist doctor guidance, maintaining laboratory equipment, prepare materials for reagent/biological media, also electrophoresis reaction review.
2	Staff	Finance & Accounting	Account Payable Staff	Minimum Diploma III in Accounting	– Check and verify invoice documents prior to posting – Process, post, settle invoice as defined in policy and procedures – Ensure compliance on invoice processing – Perform GL coding for Non-PO invoice/payment request – Monitor outstanding employee T&E advance in regular basis
3	Staff	Business Development	Costing & Tariff Staff	Minimum Bachelor Degree in Accounting or Public Health. Preferable having relevant experiences in Type B Hospital minimum 1 year.	– Calculating direct and indirect expenses – Calculate / Create Medical Rates that have been adjusted according to management agreement – Looking up information to units for consumables for the basis of tariff generation – Calculate the patient discount value based on the price reduction form

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4	Staff	Business Development	Data Information Processing Staff	Minimum Bachelor Degree from Biostatistics. Having relevant experiences preferably >1 year.	– Responsible for data collection of Business Development Programs and analyze the data for reporting or research – The Scope included preparing analysis of health programs service implementation, promotion, and marketing analysis.
5	Staff	Medical Services	Casemix Staff	Minimum Diploma III in Nursing or Bachelor degree majoring Public Health. Having relevant experiences in Casemix System and Health Care Claims or preferably in similar industry <1 year.	– Prepare a list of incoming patients and patients who will raise claims. – Breakdown billing temporary and final billing. – The accountability is also cover of how to execute all activities from Medical Services.
6	Staff	Neurorestoration	Speech Therapist	Minimum Diploma III Speech Therapy. Having relevant experiences preferably >1 year.	– Responsible for preparing speech therapy equipment's – The accountability is included recording and reporting of patients data, also conduct speech therapy for mild till medium cases. – In addition, arrange counselling to prevent interference communication.
7	Staff	Inpatient & Outpatient Unit	Beautician	Minimum High School graduated or Diploma from Midwifery or Nursing Minimum 1year experience in Beauty Care/salon/aesthetic clinic as Beautician Get used to doing facial massages and facials	– Doing facial massage – Perform facial treatments according to client's needs – Provide information to patients about services performe – Handle patient complaints properly – Responsible for the use of medical materials used to perform the procedure

No.	Level	Unit	Position Title	Specific Qualifications	Job Scope
8	Staff	Medical & Nursing Committee	Administration Staff	Bachelor degree majoring Health, Public Health, etc. Having relevant experiences in Health promotion, preferably in similar industry.	- Responsible to analyze activities planning of Medical & Nursing Committee - The accountability is also cover of how to execute all activities of Medical & Nursing Committee
9	Staff	Learning, Training & Research Development Unit	Research Staff	Minimum Bachelor Degree from any majors. Preferable degree from Psychology or Human Resources Management that having Experience ≥ 2 year.	Study the research proposal, verify the completeness of the related education and training files; Documenting facilities and infrastructure of education and training; Making of MoU and / or Cooperation Agreement in education and training; Compiling of training program information; Dissemination of education and training programs; Management of submission of education and training programs; Supervision of education and training programs in RSUI work units; Reporting the implementation of education and training in work units; Manage education and training publications; Education and training program consultancy services; Establish training fees.
10	Staff	Pharmacy & CSSD	Pharmacist	Minimum bachelor degree with Pharmacist profession. Having relevant experiences, preferable > 2 year. Preferable from similar industry. Willing to work in Shifting.	- Responsible for managing pharmacy stockiest under respective unit. - The accountability is included pharmacy services as of respective competency, not limited to policies document, also guideline/standard

No.	Level	Unit	Position Title	Specific Qualifications	Job Scope
					operating procedure of pharmacy job scope. Also, plan of pharmacy unit requisitions. – In addition, monitor, evaluate and reporting of respective pharmacy unit, which includes reporting for State Health Unit, BPOM, Ministry of Health.
11	Staff	Pharmacy & CSSD	Pharmacist Assistant	Minimum Diploma III of Pharmacy. Having relevant experiences in hospital management, preferable > 1 year. Preferable from similar industry. Willing to work in Shifting.	– Responsible for preparation room, equipment's, materials for pharmacy production activities. Also, distributes pharmacy stockiest as assigned by the Pharmacist. – The accountability is included measurement of raw materials for pharmacy production. The scope is included research of sourcing data/materials for pharmacy unit production planning activities. – In addition, checking receipt administration and packaging the medicine labels.
12	Staff	Admission & Case Manager	Admission Staff	Preferably Bachelor degree from or Any Major. Having relevant experiences in Admission /Registration at similar industry, preferable > 1 year	– Responsible for Patient Admission, registration related, supporting administration and reporting. – The scope is included registration data analysis as of feeder information for management, Admission policies, concept for documents i.e Admission reporting. – In addition, evaluate and monitoring Admission services and activities."